



REAL ESTATE AND FACILITIES SERVICE

**OP/EUI/REFS/2015/006**

Special tender specifications for the supply and installation of furniture and tapestry to furnish the main building of Villa Salviati, seat of the European University Institute

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**YEAR 2015**

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Open call for tenders for the supply and installation of furniture and  
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OP/EUI/REFS/2015/006

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*Signature of the Legal Representative*

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## CHAPTER I

### GENERAL INFORMATION REGARDING THE TENDER

#### Article 1 – Presentation of the European University Institute

The European University Institute (EUI) is a postgraduate and post-doctoral research institute in the field of social sciences, established by a [Convention](#) dated 19 April 1972, ratified by the Member States of the European Community, with the aim of providing advanced academic training for doctoral researchers and of promoting research at the highest levels. The Convention setting up the EUI includes the “Protocol on the Privileges and Immunities of the EUI”.

The EUI Community numbers about 1,300 members. Researchers, academic and administrative staff are for the most part – though not exclusively – citizens of the Member States.

The EUI's headquarters are at the Badia Fiesolana, Via dei Roccettini 9, in San Domenico di Fiesole (near Florence, Italy).

For more information, please see the EUI's official website at [www.eui.eu](http://www.eui.eu).

#### Article 2 – Definitions

“Company” and “Contractor” mean the company to which the tender has been awarded and to which the supply of services object of this Special Tender Specifications (S.T.S.) is entrusted. “Tenderer” refers to the company that presents a bid.

“Contracting Authority” and “Purchaser” mean the European University Institute, which entrusts the services object of this Special Tender Specifications to the Company.

#### Article 3 – Object of the tender

The Institute is launching an Open Call for tenders for the supply and installation of furniture and tapestry to furnish the main building of Villa Salviati, which is one of the seats of the European University Institute.

The tender is divided into the following lots, which may be awarded separately:

- **Lot no.1: Supply of furniture**
- **Lot no.2: Supply of tapestry**

Each company can submit a tender for one or both of the abovementioned lots.

#### Article 4 – Duration of the tender

The duration of the contract is established as 1 (one) year from the date of signature of the contract.

The contract shall terminate after one year from the date of signature with no need for termination notice to be submitted by either of the parties. No automatic renewal clause is foreseen.

#### Article 5 – Estimated value of the tender

The estimate for the tender for the supply and installation amounts to € 306,440.00, excluding VAT, subdivided as follows:

- Lot no.1: Supply of furniture - € 246.440,00 VAT excluded
- Lot no.2: Supply of tapestry - € 60.000,00 VAT excluded

The presumed amount of the tender has been calculated taking into account the costs for the supply and installation of furniture and tapestry previously borne by the Institute for furnishing other seats composing the EUI campus and on the basis of the average cost of each type of functional areas, as described in art. 10 of these S.T.S.

This estimate will be considered valid only in order to establish the overall value of the tender and does not obligate the Contracting Authority to reach the above-mentioned total amount. For that reason, the Contractor will not claim anything but the payment of the services provided to the Institute according to the established terms and conditions.

Since the supplies are to be installed in a recently restored and not yet operational building, there will be no overlapping of other construction or installation operations being carried out at the same time; it is therefore not necessary to draw up the document assessing interference risks contemplated in Legislative Decree 81/2008. For this reason, no extra charges have been calculated to compensate for safety risks related to interference with other construction or installation work.

The present call for tenders is to award a public supply contract although it includes delivery and installation because these kinds of services represent less than 20% of the total estimated amount of the tender, namely they are not worth more than € 60.000,00 of the total estimated value.

### **Article 6 – Payment arrangements**

The Contracting authority will make payment within 60 (sixty) days of receipt of invoice, in accordance with the arrangements specified in Articles I.4 and II.15 of the draft contract (Annex G).

## **CHAPTER II**

### **DESCRIPTION OF THE SUPPLY**

#### **Article 7 – General characteristics**

- **Lot no.1: Supply of furniture**

The present lot concerns the supply and installation of furniture to furnish the main building of Villa Salviati, which is one of the several seats of the EUI, located in Via Bolognese 156, 50139 – Florence, Italy.

The abovementioned building is divided in six floors and it is intended to host the following types of functional spaces:

**A. WORKING SPACES, SUBDIVIDED IN:**

- ✓ **single workstation offices;**
- ✓ **cubicle single workstations;**
- ✓ **shared offices with maximum 3 workstations;**
- ✓ **shared offices with more than 3 workstations;**
- ✓ **shared open working spaces;**

- ✓ **common room;**
- ✓ **seminar/meeting rooms;**

**B. CANTEEN**

- ✓ **catering areas;**

➤ **Lot no.2: Supply of tapestry**

The present lot concerns the supply and installation of curtains/blinds, moquette linings and carpets to furnish the main building of Villa Salviati, which is one of the several seats of the EUI, located in Via Bolognese 156, 50139 – Florence, Italy.

The supply of tapestry is composed of the following items:

- ✓ **roller blinds;**
- ✓ **curtains;**
- ✓ **moquette linings and/or carpets made of synthetic fabrics;**
- ✓ **moquette linings and/or carpets made of vegetable fabrics (sisal/coconut);**

The abovementioned products must be compliant with the requirements specified in the economic offer (Annex F).

### **Article 8 – Design project phase**

The tenderers, on the basis of the requirements foreseen in these Special Tender Specifications, must submit a design project allowing the maximum functionality, usability and optimisation of the available spaces, as well as adding possible improvements to the descriptions of the several types of functional areas provided in article 10 of these S.T.S., in accordance with the planimetries in “dwg” format (Annex K) downloadable at: <http://www.eui.eu/About/Tenders/Index.aspx>.

The design project, considering the peculiar needs of each of the three types of functional spaces requested with regard to their intended use and final users, must come up with interior design solutions allowing:

- Optimal use of the shared working spaces;
- Maximum acoustic and visual isolation of the individual workstations sharing the same working space;
- Maximum freedom with managing and arranging furnishings.

Furthermore, the design project must also mind the environmental aspects. In particular, the submitted design project should take into account:

- The possibility of recycling the furnishings (therefore, all the elements composing each item should be easily disassembled);
- Longevity of the product (the elements more exposed to force or fragile must be quickly replaceable).

The Institute will evaluate the abovementioned design project with the aim of assessing the design skills of the Tenderer and the adequacy of its design methods according to the Contracting Authority's needs.

For the evaluation of the design project, it will be important to guarantee the best optimisation possible of the functionality and usability of the available space, the high level of acoustic and visual isolation in respect of the peculiarities of Villa Salviati, which is a historical building under the supervision of Department of National Heritage and Cultural Activities (Soprintendenza).

Before submitting its bid, the Company is required to perform an on-site survey of Villa Salviati in order to verify fully the layout of the functional spaces to be furnished, the volumes, the measurements, the position of existing installations and any other element necessary in delivering complete and perfectly functioning furniture and fittings.

Si precisa che la decisione finale su quali dipartimenti saranno destinati a occupare il suddetto immobile è ancora in via di definizione e che le loro differenti esigenze potrebbero comportare delle modifiche del progetto di arredo come richiesto in questo CSA, sia in termini di tipologia degli ambienti di lavoro che del numero di uffici e/o delle postazioni di lavoro previste. L'Impresa si impegna pertanto ad adeguare, su richiesta della Committente, il proprio progetto offrendo modelli e soluzioni di arredo diverse da quelle inizialmente proposte, entro l'importo dell'offerta aggiudicataria e senza altri oneri aggiuntivi per l'Istituto.

It is specified that the final decision on which departments will be moved to the abovementioned building is still pending and their different needs may imply some modifications to the design project as requested in these S.T.S., affecting both the type of functional spaces and the number of offices and/or workstations. Therefore, the Company shall adapt, on request of the Contracting Authority, the design project submitted by offering models and furnitures different from those originally proposed, within the value of the successful tender and with no further charges for the Institute.

### **Article 9 – General Specifications relating to supplied goods**

All the products object of the present call for tenders must be in compliance with Annex J concerning the specifications of the supplied goods and be produced in compliance with all relevant existing legislation and regulations. And must especially be in compliance with the current legislation on: environmental safety and hygiene, fire prevention, UNI ISO EN standards on technical characteristics related to resistance, safety and stability. The Company shall, therefore, include in its bid the certifications issued by accredited Laboratories or Agencies for each item offered (said certification will be evaluated in the tender award procedure).

All the supplied goods must be made of excellent quality materials, with perfect finishings, waterproof and easily washable.

All the furniture must be adequately fixed in a way to allow any later possible moving.

All metal components, including nuts, bolts, screws and other parts, must be free of processing residues, and adequately pre-treated so as to prevent corrosion phenomena.

All outer elements of the furniture items (doors, drawer fronts, shelves, desk tops and nightstand tops) must have rounded edges, to prevent injury to persons or damage to objects; no sharp edges shall be allowed.

### **Article 10 – Specifications relating to type of furniture and tapestry**

#### **➤ Lot no.1: Supply of furniture**

The following descriptive list includes the minimum requirements, dimensional and qualitative, of the main elements of the requested supply of furniture.

#### **TYPE OF FUNCTIONAL SPACE A: WORKING SPACES**

**10.1 Minimum furniture requirements for 10 single workstation offices**

**10.1.1 WORKSTATION COMPOSED OF:**

No. 1 (one) office desk, cm L.160x80x75H, equipped with writing side element, dimensions L90x45, both made of high density wooden panels compliant with European regulations on formaldehyde emission class E1, Structure: metallic pillars painted with epoxy powders.  
The desk must have adjustable feet.

**10.1.2 MOBILE DRAWER:**

No. 1 (one) mobile drawer.  
Structure: made of the same high density wooden panels of the complementary office desk, equipped with 3 drawers, pirouetting wheels and anti-tilt system.  
Dimensions: cm L40x57x58H (+/- 5% dimensions variability allowed).  
Central locking system.

**10.1.3 CUPBOARD HIGH:**

No. 2 (two) cupboards with hinged doors blind, dimensions: cm. L90x45x200H.  
Structure and blinds in high density wooden panels, complementary with those of the office desk, equipped with central locking system.  
Inner features: 5 shelves 20mm depth, adjustable in height.  
All cupboards must have adjustable feet.

**10.1.4 CONTAINER CUPBOARD WITH OPEN COMPARTMENT:**

No. 1 (one) cupboard with open compartment, dimensions: cm. L90x45x200H.  
Structure in high density wooden panels.  
Lower compartment: closed with blinds in high density wooden panels complementary with those of the office desk, composed of 1 (one) adjustable shelf 20mm depth adjustable in height.  
All container cupboards must have adjustable feet.

**10.1.5 OFFICE CHAIR:**

No. 1 (one) office Chair with high seatback and armrests, 5 rows base made of steele with gummy wheels.  
Seat and seatback adjustable in height through synchron system, covered in synthetic leather compliant with class 1IM.

**10.1.6 VISITORS CHAIR:**

No. 1 (one) visitors chair with fixed stackable seat, 4 tube legs made of steele, chromed or painted with epoxy powders.  
Seat and seatback covered in synthetic leather compliant with class 1IM.

**10.1.7 CLOTHES STAND:**

No. 1 (one) vertical clothes stand made of steele, technopolymer and polycarbonate, equipped with removable umbrella stand and 4 hooks.

**10.1.8 LED TABLE LAMP**

No. 1 (one) LED Table lamp 240v 6W power made of aluminium and steele.

**10.2 Minimum furniture requirements for 4 cubicle single workstations**

**10.2.1 WORKSTATION COMPOSED OF:**



No. 1 (one) office desk, cm L.160x80x75H, equipped with writing side element, dimensions L90x45, both made of high density wooden panels compliant with European regulations on formaldehyde emission class E1, Structure: metallic pillars painted with epoxy powders.  
The desk must have adjustable feet.

**10.2.2 MOBILE DRAWER:**

No. 1 (one) mobile drawer.  
Structure: made of the same high density wooden panels of the complementary office desk, equipped with 3 drawers, pirouetting wheels and anti-tilt system.  
Dimensions: cm L40x57x58H (+/- 5% dimensions variability allowed).  
Central locking system.

**10.2.3 CUPBOARD HIGH:**

No. 1 (one) cupboard with hinged doors blind, dimensions: cm. L90x45x200H.  
Structure and blinds in high density wooden panels, complementary with those of the office desk, equipped with central locking system.  
Inner features: 5 shelves 20mm depth, adjustable in height.  
All cupboards must have adjustable feet.

**10.2.4 CONTAINER CUPBOARD WITH OPEN COMPARTMENT:**

No. 1 (one) cupboard with open compartment, dimensions: cm. L90x45x200H.  
Structure in high density wooden panels.  
Lower compartment: closed with blinds in high density wooden panels complementary with those of the office desk, composed of 1 (one) adjustable shelve 20mm depth adjustable in height.  
All container cupboards must have adjustable feet.

**10.2.5 OFFICE CHAIR:**

No. 1 (one) office Chair with high seatback and armrests, 5 rows base made of steele with gummy wheels.  
Seat and seatback adjustable in height through synchron system, covered in synthetic leather compliant with class 1IM.

**10.2.6 VISITORS CHAIR:**

No. 1 (one) visitors chair with fixed stackable seat, 4 tube legs made of steele, chromed or painted with epoxy powders.  
Seat and seatback covered in synthetic leather compliant with class 1IM.

**10.2.7 CLOTHES STAND:**

No. 1 (one) vertical clothes stand made of steele, technopolymer and polycarbonate, equipped with removable umbrella stand and 4 hooks.

**10.2.8 LED TABLE LAMP**

No. 1 (one) LED Table lamp 240v 6W power made of aluminium and steele.

**The Contractor other than the above mentioned furniture shall also provide 4 cubicles in accordance with the following specifications:**

Supply and installation of 4 cubicles, each composed of 4 walls of cm 2,40H with no roofing, ground plan dimensions ml 3.00x3.00, made of metal framework and fireproof and soundproof chalk covering of 170

mm depth, in respect of UNI-EN-ISO 9001-2000 quality standards. The metal framework must be made galvanized steele, in respect of UNI EN 10327-10326 standards, 1,0 mm depth.  
The cubicle is provided with a hinged door, covered in the same material used for the walls.

### **10.3 Minimum furniture requirements for 5 shared offices with maximum 3 workstations**

#### **10.3.1 WORKSTATION COMPOSED OF:**

No. 1 (one) office desk, cm L.160x80X75H, equipped with writing side element, dimensions L90x45, both made of high density wooden panels compliant with European regulations on formaldehyde emission class E1, Structure: metallic pillars painted with epoxy powders.  
The desk must have adjustable feet.

#### **10.3.2 MOBILE DRAWER:**

No. 1 (one) mobile drawer.  
Structure: made of the same high density wooden panels of the complementary office desk, equipped with 3 drawers, pirouetting wheels and anti-tilt system.  
Dimensions: cm L40x57x58H (+/- 5% dimensions variability allowed).  
Central locking system.

#### **10.3.3 CONTAINER CUPBOARD WITH OPEN COMPARTMENT:**

No. 1 (one) cupboard with open compartment, dimensions: cm. L90x45x200H.  
Structure in high density wooden panels.  
Lower compartment: closed with blinds in high density wooden panels complementary with those of the office desk, composed of 1 (one) adjustable shelve 20mm depth adjustable in height.  
All container cupboards must have adjustable feet.

#### **10.3.4 OFFICE CHAIR:**

No. 1 (one) office Chair with high seatback and armrests, 5 rows base made of steele with gummy wheels. Seat and seatback adjustable in height through synchron system, covered in synthetic leather compliant with class 1IM.

#### **10.3.5 VISITORS CHAIR:**

No. 1 (one) visitors chair with fixed stackable seat, 4 tube legs made of steele, chromed or painted with epoxy powders.  
Seat and seatback covered in synthetic leather compliant with class 1IM.

#### **10.3.6 CLOTHES STAND:**

No. 1 (one) vertical clothes stand made of steele, technopolymer and polycarbonate, equipped with removable umbrella stand and 4 hooks.

#### **10.3.7 LED TABLE LAMP**

No. 1 (one) LED Table lamp 240v 6W power made of aluminium and steele.

### **10.4 Minimum furniture requirements for 5 shared offices with more than 3 workstations**

#### **10.4.1 WORKSTATION COMPOSED OF:**

No. 1 (one) office desk, cm L.160x80X75H, made of high density wooden panels compliant with European regulations on formaldehyde emission class E1.  
Structure: metallic pillars painted with epoxy powders.

The desk must have adjustable feet.

**10.4.2 MOBILE DRAWER:**

No. 1 (one) mobile drawer.

Structure: made of the same high density wooden panels of the complementary office desk, equipped with 3 drawers, pirouetting wheels and anti-tilt system.

Dimensions: cm L40x57x58H (+/- 5% dimensions variability allowed).

Central locking system.

**10.4.3 SMALL CONTAINER CUPBOARD:**

No. 1 (one) small container cupboard with hinged doors blind, each equipped with separated locking system, dimensions: cm. L90x80x80H.

Structure in high density wooden panels complementary with those of the office desk.

Inner features: 1 (one) adjustable shelve 20mm depth, adjustable in height.

All small container cupboards must have adjustable feet.

**10.4.4 OFFICE CHAIR:**

No. 1 (one) office Chair with high seatback and armrests, 5 rows base made of steele with gummy wheels.

Seat and seatback adjustable in height through syncron system, covered in synthetic leather compliant with class 1IM.

**10.4.5 VISITORS CHAIR:**

No. 1 (one) visitors chair with fixed stackable seat, 4 tube legs made of steele, chromed or painted with epoxy powders.

Seat and seatback covered in synthetic leather compliant with class 1IM.

**10.4.6 CLOTHES STAND:**

No. 1 (one) vertical clothes stand made of steele, technopolymer and polycarbonate, equipped with removable umbrella stand and 4 hooks, one each 4 users.

**10.4.7 LED TABLE LAMP**

No. 1 (one) LED Table lamp 240v 6W power made of aluminium and steele.

<b>10.5 Minimum furniture requirements for 2 functional spaces named "Open Working Spaces"</b>
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**10.5.1 WORKSTATION COMPOSED OF:**

No. 1 (one) office desk, cm L.160x80x75H, made of high density wooden panels compliant with European regulations on formaldehyde emission class E1.

Structure: metallic pillars painted with epoxy powders.

The desk must have adjustable feet.

In addition, 20 of the desks to be provided for this type of functional spaces must allow the users to work while standing, therefore they shall be equipped with a mechanical or hydraulic or electric mechanism aimed to adjust in height (till about 118 cm from the ground level) the working panel.

With the aim of strengthening the security standards offered to final users, the Contracting authority requests to Tenderers to propose any possible device/mechanism able to secure laptops in case of short periods of absence of the users from their workstation.

**10.5.2 MOBILE DRAWER:**

No. 1 (one) mobile drawer.

Structure: made of the same high density wooden panels of the complementary office desk, equipped with 3 drawers, pirouetting wheels and anti-tilt system.

Dimensions: cm L40x57x58H (+/- 5% dimensions variability allowed).

Central locking system.

**Or, in alternative:**

**10.5.3 SMALL CONTAINER CUPBOARD:**

No. 1 (one) small container cupboard with hinged doors blind, each equipped with separated locking system, dimensions: cm. L90x80x80H.

Structure in high density wooden panels complementary with those of the office desk.

Inner features: 1 (one) adjustable shelf 20mm depth, adjustable in height.

All small container cupboards must have adjustable feet.

**10.5.4 OFFICE CHAIR:**

No. 1 (one) office Chair with high seatback and armrests, 5 rows base made of steele with gummy wheels.

Seat and seatback adjustable in height through syncron system, covered in synthetic leather compliant with class 1IM.

**10.5.5 CLOTHES STAND:**

No. 1 (one) vertical clothes stand made of steele, technopolymer and polycarbonate, equipped with removable umbrella stand and 4 hooks, one each 4 users.

**10.5.6 LED TABLE LAMP**

No. 1 (one) LED Table lamp 240v 6W power made of aluminium and steele.

For this kind of functional space, the Contracting authority requests to Tenderers to propose any furnishing solution allowing the maximum level of privacy and visual isolation without narrowing down the minimum level of natural lightening.

**10.6 Minimum furniture requirements for 1 functional space named "Common Room"**

The type of furniture offered for this functional space must allow users (max 15/20) to engage into social and relaxing activities as much as working using electronic devices such as tablets, laptops, etc.

The estimation of the costs for furnishing this functional space has been calculated considering the use of sofas, armchairs, and coffee tables, etc.

**10.7 Minimum furniture requirements for 5 Seminar/meeting Rooms**

This type of functional space shall be used for multiple activities, such as: conferences, seminars, working meetings, special meetings with international eminent guests, formal catering events/lunches, etc. In view of this, the furniture proposed by the Company in the submitted design project shall not only be in compliance with the number of tables and chairs as indicated in the planimetries provided by the Contracting Authority (Annex K) but shall also allow several kinds of possible arrangements, especially concerning the Sala del Consiglio that is equipped with audio visual machineries and simultaneous translation boxes.

All the tables proposed in the tender must be easy to handle, quick to be disassembled, provided with folding supports, modesty panels and timely connectable to each other.

All the seats offered in the tender must be light, easy to handle, stackable and equipped with leather seats and seatbacks.

**10.7.1 TYPE OF TABLES**

No. 6 (six) white folding melamine tables with shockproof edge.

Structure: 4 cylindrical supports with adjustable feet, modesty panel, connectable elements.

Dimensions: L140x70x74H

No. 16 (sixteen) white folding melamine tables with shockproof edge.

Structure: 4 cylindrical supports with adjustable feet, modesty panel, connectable elements.

Dimensions: L160x70x74H

No. 28 (twentyeight) white folding melamine tables with shockproof edge.

Structure: 4 cylindrical supports with adjustable feet, modesty panel, connectable elements.

Dimensions: L160x80x74H

No. 8 (eight) white folding melamine tables with shockproof edge.

Structure: 4 cylindrical supports with adjustable feet, modesty panel, connectable elements.

Dimensions: L200x70x74H

No. 4 (four) quarter - circle white folding melamine corner tables with shockproof edge.

Structure: 4 cylindrical supports with adjustable feet, modesty panel, connectable elements.

Dimensions: L70x70x74H

**10.7.2 SMALL CONTAINER CUPBOARD:**

No. 12 (twelve) small container cupboard with hinged doors blind, each equipped with locking system, dimensions: cm. L90x80x110/120H.

Structure in high density wooden panels complementary with those of the office desk.

Inner features: 2 (two) adjustable shelves 20mm depth, adjustable in height.

All small container cupboards must have adjustable feet.

**10.7.3 CHAIR:**

No. 170 (one hundred seventy) stackable fixed chairs with 4 tube legs made of steel, chromed or painted with epoxy powders. Seat and seatback covered in synthetic leather compliant with class 1IM.

**TYPE OF FUNCTIONAL SPACE B: CANTEEN**

<b>10.8 Minimum furniture requirements for 1 catering area</b>
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The maximum capacity of the catering area is about 100 (onehundred) seats. In view of the purpose of this functional space, it is essential that the furniture offered is properly allowing cleaning and sanitizing procedures.

Considering the peculiar location where the catering area will find place, namely the old stone made basement of Villa Salviati, it is necessary to provide a design project that is compliant with that style.

In addition, the Contracting Authority also requires the tenderers to submit 2 more design projects concerning the catering area: 1 inspired to “Country/Shabby Chic” and 1 inspired to “Arte Povera Toscana” style.

➤ **Lot no. 2: Supply of tapestry**

<b>10.9 Specifications of tapestry accessories</b>
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**10.9.1 No. 32 ROLLER BLINDS**

with moving chain mechanism, no tracks, dimensions 160x300, screen fabric included, container made of aluminium, free choice of ral colors;

**10.9.2 No. 23 CURTAINS**

equipped with moving chain mechanism, dimensions 250x380, assembled on 250 cm long iron poles with 3cm diameter, fixed on wall with 10/15 cm rings. Colors to be chosen by Contracting authority;

**10.9.3 No. 11 CURTAINS**

equipped with moving chain mechanism, dimensions 150x250, assembled on 150 cm long iron poles with 3cm diameter, fixed on wall with 10/15 cm rings. Colors to be chosen by Contracting authority;

**10.9.4 150 M<sup>2</sup> SYNTHETIC MOQUETTE**

antibacterial treatment, weight of 1.000 gr/ m<sup>2</sup>;

**10.9.5 100 M<sup>2</sup> CARPET TILES MOQUETTE**

50x50, weight of 400/500 gr/m<sup>2</sup>. Total minimum weight: 4.000/5.000 gr/m<sup>2</sup>

**10.9.6 100 M<sup>2</sup> SISAL/COCONUT FABRIC CARPET**

**Article 11 – Delivery and installation phase**

Delivery and installation of goods must be included in the cost of the supply and shall include any and all charges for: packaging, transport, hauling, delivery “to the required floor”, assembly, removal and transportation of any residual materials and packaging, pursuant to existing legislation and the regulations of the Municipality of Florence.

Before delivering of goods, the Contractor shall provide the Contracting authority with an Excel file listing all the items requested (for inventory use).

**Article 12 – Calendar and deadlines**

Delivery and assembly of furniture and tapestry must take place in two distinct stages.

The Contractor shall complete delivery phase of furniture and tapestry in December 2015 and the installation phase within June 2016. The exact date on which the installation of goods must be finished shall to be later communicated to the Contractor by the Contracting Authority.

The Contracting Authority reserves the right to change the above dates; should this occur, the Company shall have no right to demand extra charges or extension of the deadline.

### **Article 13 – Implementation of supply and installation of goods**

The supply and installation of furniture and tapestry shall be organized and managed entirely by the Company; before the beginning of the delivery, the Company shall draw up and submit to the Contracting Authority a detailed timetable of all planned delivery and assembly operations, including the name and contact details of their appointed technical supervisor of works. Should the Company fail to submit such a document, the penalty envisaged in Article 19 below shall be applied.

Each furniture item is allocated to a specific position inside Villa Salviati. The Contractor shall follow the indications provided by the Contracting authority concerning the installation of goods.

The delivery phase can be implemented in the area of Villa Salviati reserved to loading/unloading activities, that is wide enough to accommodate medium and big sized trucks.

The Company shall also provide to the Institute a an Excel document collecting information on the type of lock, key code number and description and localization of all the pieces of furniture equipped with locking system. For each lock, the Contractor shall provide 2 keys, and if possible a “passe-partout” for all the pieces of furniture of common use (drawers, cupboards, etc.).

It shall be entirely the liability of the Company to verify the condition, the location and the measurements of all the apartments, including the measurements of all existing fittings and installations. The Company shall be entirely responsible for any purchases of furniture items from third parties, and shall not claim extra charges or raise any objection with the Contracting Authority, should such purchases turn out to be inappropriate.

Once installed, and before their first use, all furniture and tapestry shall be perfectly cleaned, and any damage incurred in assembly or installation shall be repaired.

The delivery and installation of the goods shall include the task of punching holes, cutting or otherwise modifying those elements of the furniture and furnishings that cover or impede access to switches, sockets or plugs, or any alteration which may be required in order to allow for cables or wiring to be laid out; the offer shall include any and all charges, as well as specialized equipment and labour, needed to perform such adaptations on site.

### **Article 14 – Suspension of delivery**

Once the delivery of goods has begun, should causes of *force majeure* - or any comparable circumstance - temporarily hinder completion of the operation, the Contracting Authority may order the suspension of installation procedures and the temporary storage of goods in suitable facilities until such time as the impeding circumstances cease.

The order to remove furniture and/or accessories that are not in conformity with these Special Tender Specifications shall not be deemed a suspension of the delivery deadlines, as described in Article 12 above. Therefore, should the operations required to remedy the detected non-compliance extend to beyond the deadline, the penalties envisaged for not meeting the deadline shall be applied.

### **Article 15 – Conformity assessment**

Within thirty days from the conclusion of delivery and installation of goods, the reference person of the Institute, in the presence of the Company's representative, shall check and assess that the supply displays

no faults or flaws in the installation, that no damage has been caused to the premises, and that the final cleaning operations have been concluded satisfactorily.

If this assessment is positive, the Contracting Authority shall issue a conformity certificate which shall then be attached to the Company's invoice. Alternatively, should the assessment not be positive, the Contracting Authority shall implement any provision necessary to remedy defects and irregularities in the supply.

Should the supply, according to the Contracting authority's opinion, be considered, totally or partially, of poor quality and not compliant with the specifications requested in the offer, the Contractor shall at its own expensive recall the goods and shall replace them with items of the same quality and characteristics as those requested in the tender documents.

### **Article 16 – Warranty and availability of replacement parts**

The Company shall guarantee the perfect functioning of furniture and all accessories supplied, and shall therefore provide assistance and maintenance service for at least 5 (five) years, starting from the date on the document certifying that delivery has been completed. Any repair operation - not due to incorrect usage - to restore the product's function, during the warranty period, shall be carried out within 72 (seventytwo) working hours from the date of notification, or within the shorter period that the Company has declared in its technical offer. If the Company does not meet these deadlines, the penalties described in Article 19 below shall be applied.

The Company shall further guarantee the availability of replacement parts for a period of at least 10 years from the date of delivery.

Whether no reparation is possible, replacement of the defected goods shall be implemented within 5 additional working days.

The Contractor shall reply to any request for information, warning and technical communication within 3 working days from the date of notification.

### **Article 17 – Subcontracting**

Subcontracting is allowed in accordance with the procedures foreseen by art. II.7 of the General conditions of the supply draft contract (Annex G).

## **CHAPTER III**

### **OBLIGATIONS AND PENALTIES**

#### **Article 18 – Obligations and costs to be borne by the Company**

The following obligations and costs shall be borne by the Company:

- for the entire duration of the supply of goods and services, the Company shall undertake actions and/or precautions such as are necessary in order to ensure the preservation and the integrity of the buildings in which the furnishings are installed;
- the Company shall restore, at its own expense and under its own supervision, any premises, objects, doors or windows or any other item that may have been damaged or soiled during the implementation of the contract, as is ascertained by the final and unquestionable assessment of the reference person appointed by the Contracting Authority;



- the Company shall ensure that all assembly work can be performed speedily and perfectly;
- the Company shall shoulder all liabilities connected to transport, delivery and installation of all components of the supply;
- the Company shall be entirely liable for the insurance coverage for all its staff involved in implementing the provision of goods and services disciplined by these Special Tender Specifications;
- the Company shall observe all provisions contained in existing legislation and agreements on the hiring of labour and injury prevention in the workplace, on involuntary unemployment, on disability and old age benefits, and all relevant provisions legally in force during the time of the implementation of this contract;
- in implementing the contract, the Company shall strictly observe all procedures and precautionary measures aimed at preventing damage to public and private property, and especially injuries and accidents to the workforce and to third parties, in strict observance of relevant legislation. In the case of injuries to persons or of damages incurred during the delivery and supply, or of damages directly caused by persons working for the Company, all and any liability shall be shouldered by the Company, and the Contracting Authority shall be relieved of any liability;
- the Company shall clean the premises daily, to remove any waste or residue materials from the installation process; and further undertakes to remove any and all packaging materials pertaining to the deliverables, so as to leave the facilities clean and ready for immediate use at the end of the installation process. The Company shall arrange for, and bear the costs of, the disposal of all packaging and residue materials in strict observance of existing legislation and the ordinances of the Municipal Police of the city of Florence.

The cost incurred by all the above-mentioned obligations and liabilities is understood to be included in the price that the Company has quoted in its bid for tender.

### **Article 19 – Penalties**

Except for cases in which the law specifies otherwise, the Contracting Authority shall uphold compliance with the clauses agreed in these Tender Specifications by reserving the right to apply the following penalties:

1. should the Company fail to observe the deadline for delivery as stated in Article 12 above, for reasons that are not the responsibility of the Contracting Authority, a penalty of 2 ‰ (two per thousandths) shall be applied for each day of delay, over and above reimbursement for any other damage incurred by the Contracting Authority due to the failed delivery of the furniture.
2. should the Company fail to submit to the Contracting Authority its overall contract implementation calendar and plan, as described in Article 13 above, the Company shall be charged a penalty of Euro 3,000.00.
3. should the Company, after notification of a fault requiring repair or replacement under warranty, not intervene and/or repair and/or replace the component within 72 working hours from the request, a penalty of Euro 200.00 shall be applied for each day of delay.

After 72 hours from the request, the Contracting authority shall contact another company for carrying out repair and replacement at the Contractor's expenses.

Application of penalties shall be preceded by a documented notification of non-compliance, to which the Company shall be entitled to respond with its counter-arguments within a maximum of 5 days from receipt of the Contracting Authority's notification.

Should the Company not put forth its counter-arguments, or should such arguments not be accepted, the Contracting Authority shall proceed with the application of penalties.

## CHAPTER IV EXCLUSION, SELECTION AND AWARDING CRITERIA

### Article 20 – Exclusion criteria

Shall be excluded from participating in the present call for tenders, any tenderer that:

- a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has been convicted of an offence concerning grave professional conduct by a final judgment of a competent judicial authority or administrative decision or decisions of international organisations;
- c) is not in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of Italy being the country of establishment of the Institute or those of the country where the contract is to be performed. This breach needs to have been established by a judgement or administrative decision having final and binding effect in accordance with the legal provisions of the country in which the economic operator is established or of Italy being the country of establishment of the Institute;
- d) has been the subject of a final judgment for fraud, corruption, involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or other forms of trafficking in human beings or any other illegal activity, where such illegal activity is detrimental to the Institute's financial interests;
- e) has been in serious breach of a contract financed by the Institute or has been the subject of an offense of serious irregularity established by a final judgment of a competent judicial authority or administrative decision;
- f) is subject to an administrative penalty for being guilty for grave professional misconduct, or for having made substantial errors or committed irregularities or fraud, or have been declared to be in breach of their obligations under contracts covered by the Institute's budget (Article 41 of the EUI's Public Procurement Regulation (President's Decision No. 44/2014 of 5 December 2014));
- g) has a conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest, including conflicting professional interests; at present or occurred over the past 5 years;

Tenderers must prove that they are not in any of the above situations.

#### **Documents proving eligibility in relation to the grounds for exclusion listed above:**

The Contracting Authority will accept, as satisfactory proof that the tenderer is not in any of the situations described above, a formal signed Declaration on Honour concerning exclusion criteria, as in Annex C.

The Institute reserves the right to verify the accuracy of this information and to request documents providing further evidence before the contract is signed.

## Article 21 – Selection criteria

To be eligible for the tender procedure, companies must possess all the following requirements.

Companies in default in even one of the requirements listed below will be excluded from the procedure.

### **General requirements**

- a) Enrolment in the Chamber of Commerce, Industry, Arts and Crafts Registry of Companies (CIAA), or in an equivalent registry in the country where the Company has its official and legal headquarters, registered as practising business activities in the field that is the object of this tender procedure, or at least a field that is consistent with the object of the tender;
- b) Anti-mafia certificate. Whether the successful tenderer has its registered office in Italy, the Institute reserves the right to request the competent Prefecture to issue the related Anti-mafia certificate; an equivalent document will be requested in case the successful tenderer's registered office is located outside of Italy;
- c) To be in compliance with the provisions aimed at legalizing the position of undeclared employees (Individual legalization plans - Piani Individuali di Emersione);
- d) To be in compliance with all obligations relating to the payment of social security and insurance contributions in favour of its employees, in full observance of existing legislation; and to apply the employment conditions envisaged in the sector's national collective labour agreement;
- e) To be in compliance with the labour regulations applicable to people with disabilities;
- f) To undertake, in the event it is awarded the tender, to provide any and all required documentation in order to prove that it is fully up-to-date in its payment of social security and insurance contributions (e.g., through a DURC certificate), in compliance with existing legislation;
- g) Declaration confirming that it has taken note of all general, particular and local circumstances, barring none, and of all other elements which may directly or indirectly influence the performance of the service, or the calculation that has led to the Offer submitted with its bid; and that this Offer is profitable, and that the Company undertakes to hold said Offer valid and binding for one-hundred-and-eighty (180) days, starting from the deadline for submission of its bid;

### **Technical, economic and financial requirements**

- h) To be in possession of two bank references from prime banks, or financial companies included in the registers of authorized brokers, issued after the date of the Invitation to tender and the publication of these Tender Specifications, proving that the Tenderer has always met its obligations punctually and regularly, and that Tenderer possesses the economic and financial capacity to perform the services that are the object of this tender; Whether the Company can provide only one bank reference, it is necessary for its Legal Representative to submit an appropriate explanation on this matter;
- i) Having realized for the last three years (2012/2013/2014) a total turnover excluding VAT, not lower than € 255,000.00 (twohundredfiftyfivethousand/00) on goods such as the ones for Lot no.1, and € 60,000.00 (sixtythousand/00) for goods such as those for Lot no.2. The tenderer is required, for the main services performed in that period, to provide the object of the related tender, the total amount and the name of the contracting authority (public or private)

In the case of a TGC and/or consortium, the requirements listed under points (a) to (h) must be possessed by each one of the companies making up the grouping and/or consortium. On the contrary, the verification of requirements listed under point (i) will be performed considering the TGC and/or consortium as a single

entity. Therefore, these requirements may be possessed either by a single company or by the individual companies that make up a consortium or are members of a temporary grouping of companies. The Institute reserves the right to perform sample checks in order to verify the accuracy of the statements submitted by tenderers.

### Article 22 – Awarding criteria

Only the Offers that respect the criteria indicated at Article 20 and meet all the requirements listed in Article 21 above shall be eligible for the next stage of the procedure, the technical and qualitative evaluation. The Offers that are awarded at least the minimum technical score (the minimum threshold of technical suitability is 35/60) will be eligible for the economic evaluation.

The contract will be awarded according to the principle of the “**best value for money**”, based on the evaluation that will be carried out by the Institute's internal committee entrusted with this task (Evaluation Committee), which will attribute a score to each bid, out of a maximum score of 100, according to the following parameters:

MAXIMUM SCORE	
Technical and quality evaluation	60/100
Economic evaluation	40/100

The total score (Points) assigned to the offer is made up of the sum of its economic evaluation points plus its technical evaluation points:

$P \text{ offer} = P \text{ economic evaluation} + P \text{ technical evaluation}$
--

The tenderer whose offer obtains the highest final score is the tenderer who will be awarded with the contract.

### **A – Assigning of points in relation to the technical and quality aspects of Lot no.1**

The assignment of the technical score shall be made through a comparative analysis of all the submitted tenders. The maximum score (60 points) shall be given to the best tender, while an inversely proportional score shall be given to the other tenders.

	DESCRIPTION	Maximum score
<b>A1</b>	DESIGN PROJECT	<b>30</b>
	The score will be awarded based on the evaluation of the descriptive report and the graphic designs illustrating the furnishing proposals for the different types of functional spaces. For the evaluation of the design project, it will be important to guarantee the best optimisation possible of the functionality and usability of the available space, the high level of acoustic and visual isolation in respect of the peculiarities of Villa Salviati, which is a historical building under the supervision of Department of National Heritage and Cultural Activities (Soprintendenza). Any improvements on the basic components, detailed in the Special Tender Specifications and its technical annexes, proposed by the bidder will also be evaluated.	
<b>A2</b>	TECHNICAL, QUALITATIVE, AESTHETIC AND FUNCTIONAL CHARACTERISTICS OF THE FURNITURE	<b>30</b>

	DESCRIPTION	Maximum score
	The score will be awarded based on an evaluation of the quality of materials, finishings and accessories, taking into consideration the certification of standards as well as the innovative technical aspects. Other elements that will be taken into consideration in the evaluation: a greater range of finishes and colours available and the overall stylistic harmony of all components. The compliance with environmentally friendly criteria followed by the Tenderer with regard to production, transportation and sale of goods will be considered as an additional asset.	

The minimum threshold for technical admissibility is 35/60. Tenderers who do not reach that threshold will not be put through to the next stage: in other words, their economic offer will not be evaluated.

Once the tender is awarded, the technical Offer of the winning bid becomes an integral part of the Contract together with these Special Tender Specifications.

Quality coefficients will be assigned in accordance with the definitions contained in Table II.

TABLE II		
EVALUATION	JUDGMENT	COEFFICIENT
Excellent	Well-structured project that develops the requested project in a clear, precise and in-depth manner, adding additional value in respect to the expectations of the Institute.	1,00
Good	Suitable project that develops the topic with no particular insights.	0,75
Adequate	Acceptable design but poorly structured with limited application to the provisions of the Tender specifications.	0,50
Poor	Mediocre project that is under-developed.	0,25
Inadequate	Insufficient project that is generic and inadequate.	0,00

### **B – Assigning of points in relation to the technical and quality aspects of Lot no.2**

The assignment of the technical score shall be made through a comparative analysis of all the submitted tenders. The maximum score (60 points) shall be given to the best tender, while an inversely proportional score shall be given to the other tenders.

	DESCRIPTION	Maximum score
<b>B1</b>	QUALITATIVE, FUNCTIONAL AND AESTHETIC CHARACTERISTICS OF THE PRODUCTS	60
	Points will be awarded based on the qualitative, functional, aesthetic and safety characteristics of each product.	

### **C – Assigning of points on the economic evaluation**

The highest score available for the price offered (40 points) will be awarded to the tenderer who offers the best price.

The other companies will be awarded different scores (rounded off to the second decimal figure, if necessary) calculated in proportion to the ratio between the best price and the price offered by each tenderer.

The following formula will be applied:

$P = 40 \times \frac{\text{Minimum price}}{\text{Price offered}}$
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The final score for each bidder will be determined by the sum of the single points awarded as described in this Article.

### Article 23 – Award requirements

The successful tenderer, on the date established by the Contracting authority, for the purposes of the final award, must:

1. pay a final deposit equal to 10% of the estimated value of Lot no.1, for the amount of € 24.644,00 (twentyfourthousandshundredfortyfour/00), and/or to 10% of the estimated value of Lot no.2, for the amount of € 6.000,00 (sixthousand/00), provided as a guarantee of compliance with the obligations inherent to and resulting from the contract, to be paid according to the modes described under Article I.4.3 of the Draft Contract (Annex G);
2. provide certified true copies of all certificates presented as documentation for the tender procedure;
3. submit copies of the requested insurance policies, as indicated at art. II.3.5 draft supply contract (Annex G);
4. in the case of a TGC and/or consortium, provide the TGC/consortium act and the special collective mandate with representation conferred to one party of the TGC/consortium who acts as proxy.
5. A copy of the court records of the legal representative of the Contractor.

If the successful Company does not promptly comply with the obligations above, does not submit all the requested documents or does not provide proof that they meet the requirements for the tender, namely that the proof is not considered conforming with the declarations made at the time of the bid, the Administration reserves the right to declare the bid lapsed and to award the contract to the next bidder on the ranking, or to launch a new call for tender, without prejudice to further costs incurred by the Contracting authority to be charged to the bidder at fault. Under these circumstances, the provisional deposit paid by the Company at fault will be withheld and the sanctions provided by the regulations in force shall apply.

Should the assessment of the items above result in a positive outcome, the bidder will be awarded the contract and formally invited to sign the contract.

### Article 24 – Site Inspection

Under penalty of exclusion from the call for tenders, the interested companies must appoint a Legal Representative or a proxy appointed by said Representative, who will conduct an inspection to assess the premises used and the equipment and machinery loaned for use by the Institute.

In accordance with the principle of fair and equal treatment and information, the inspection will be carried out on **27<sup>th</sup> October 2015** during a meeting scheduled at **10.00 (CET)** at Villa Salviati, Via Bolognese 156, 50139 – Firenze, Italy. For the reasons mentioned above no other visit will be allowed after this date and time. Any changes to the date will promptly be posted on the Institute's website <http://www.eui.eu/About/Tenders/Index.aspx>

To this end, bidders are invited to send the inspection request form "Request for inspection" (Annex H), a copy of a valid identification document and a copy of any proxy documents to the Real Estate and Facilities Service by 17.00 (CET) of **26<sup>th</sup> October 2015** via mail at [inforefs@eui.eu](mailto:inforefs@eui.eu). The original copy must be handed to the Institute's Representative who will accompany them on the day of the inspection.

## CHAPTER V FINAL PROVISIONS

### Article 25 – General information

All aspects of the tender procedure shall be performed in compliance with the Institute's internal regulations, and especially in accordance with High Council's Decision No.2/2013 laying down the EUI's regulatory and financial provisions, and with the President's Decision No.44/2014, all of which are available on the EUI's website: <http://www.eui.eu/About/Tenders/Index.aspx>.

Participation in this tender procedure implies full acceptance of the above-mentioned regulations.

The rules governing the future relationship between the Contracting Authority and the Contractor that is awarded the tender, including payment terms, processing of personal data, dispute settlement methods, both in the tender procedure and in the implementation and performance of the contract, are all contained in the Draft Contract in Annex G.

### Article 26 – Person responsible for the contract

The Contracting Authority appoints the Director of Real Estate and Facilities Service as Person responsible for this tender procedure and contract.

The Person responsible shall be in charge of all exchanges and communications with the Company that is awarded the contract, on all issues relating to the performance of the services in question, and shall be responsible for ensuring that contractual obligations are observed, enacting coercive provisions and applying penalties whenever necessary.

### Article 27 – Reference person of the contract

In order to ensure that the contract is performed satisfactorily and to guarantee a correct contractual relationship with the Company that is awarded the contract, the Director of Real Estate and Facilities Service shall appoint a member of his staff as Reference person for the contract. Among other tasks, the Reference person shall:

- act as contact person for all operational and practical exchanges with the Contractor;
- follow up and act on requests for interventions in cases when it becomes necessary to introduce changes and/or new provisions, during the implementation of the contract;
- oversee the correct performance of the service and verify the results;
- where necessary, and on the basis of serious and proven motives, demand that a member of the Contractor's staff be removed from the premises and replaced, providing justification for the request;
- propose to the Director of Real Estate and Facilities Service the application of penalties and, if necessary, the termination of the contract;

## Article 28 – Final provisions and annexes

These Special Tender Specifications consist of 28 articles, cover 24 pages plus 10 Annexes, each and every one of them being an integral part of these Special Tender Specifications; by signing these STS, the Company is also formally expressing its approval and acceptance of the Annexes as well.

### Annexes:

- A. Checklist
- B. Self-Certification form
- C. Declaration on honour
- D. Calendar of EUI Holidays - 2015
- E. Technical offer
- F. Economic offer
- G. Draft contract
- H. Inspection request
- J. Technical Specifications of furniture
- K. Villa Salviati Planimetries

Signature of Legal Representative

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Company' stamp

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